

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 9, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR
NETWORK CORE SWITCH AND ROUTER REPLACEMENT AT THE
CENTRAL LIBRARY**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners (Board):

1. Approve the release of a Request for Proposals (RFP), substantially in the form on file in the Board Office, for Network Core Switch and Router Replacement at the Central Library to be funded under the Federal Communications Commission's (FCC) E-Rate Category 2 Information Technology Projects.
2. Find, in accordance with Charter Sections 371(e)(2), 371(e)(10), and 1022, and Los Angeles Administrative Code Sections 10.15(a)(2) and 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature for which competitive bidding is not practicable or advantageous, and that it is more economical and feasible to have this work performed by an independent contractor than by City employees.
3. Authorize the City Librarian and City Attorney to make any technical and clerical corrections, if needed, to the RFP.
4. Adopt the attached Resolution regarding the RFP for Network Core Switch and Router Replacement at the Central Library.

B. FINDINGS:

1. The FCC makes funding available to schools and libraries for telecommunications projects through the Universal Service Administrative Company (USAC) under the Category 2 Information Technology Projects Program known as E-Rate.
2. Library staff requests approval to release an RFP to allow contractors to competitively bid on the Network Core Switch and Router Replacement at the Central Library project. The project meets the requirements for E-Rate and is eligible for FCC funding.

3. The selected contractor shall be directly compensated by the FCC for up to 85 percent of the approved project costs. The Library shall pay the remaining balance, including costs which the FCC may not approve but the Library IT staff believe must be performed for the project to be successfully completed.
4. The Library does not have staff with sufficient qualifications and experience to provide the temporary specialized IT related services described in the RFP. The RFP requires that the selected contractor to provide training to staff and perform minor maintenance associated with the implementation and operation of the project, and that a service agreement be included should significant maintenance and/or repairs be necessary.
5. The term of the proposed contract shall be three years or upon completion of the project, whichever is shorter; and shall be subject to earlier termination by the Library should E-Rate not be funded by the FCC.
6. Funds are available in the Library's Contractual Services Account 3040 to compensate the selected contractor for services in accordance with the proposed contract.
7. The Library is committed to providing an inclusive and robust outreach process for disadvantaged, marginalized, and local businesses and individuals. Our goal is to create a diverse pool of candidates to provide services and support to the Library and our patrons. We welcome and encourage submissions from a wide range of participants.
8. The RFP has been reviewed by the City Attorney and is ready to be released.

Attachments

Project Manager: Alex Mui, Director of Systems

Prepared by: Deirdre Gomez, Senior Management Analyst (Retired)
Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Madeleine M. Rackley, Library Business Manager
Susan Broman, Assistant City Librarian

RESOLUTION

LIBRARY RESOLUTION NO. 2023-XX (C-XX)

WHEREAS, the Federal Communications Commission (FCC) makes funding available to schools and libraries for telecommunications projects through the Universal Service Administrative Company (USAC) under the Category 2 Information Technology Projects Program known as E-Rate;

WHEREAS, on February 9, 2023, Library staff requested that the Board of Library Commissioners (Board) approve the release of a Request for Proposals (RFP) for Network Core Switch and Router Replacement at the Central Library to allow contractors to competitively bid on the project. This project meets the requirements for E-Rate and is eligible for FCC funding;

WHEREAS, on February 9, 2023, the Board found, in accordance with Charter Sections 371(e)(2), 371(e)(10), and 1022, and Los Angeles Administrative Code Sections 10.15(a)(2) and 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature for which competitive bidding is not practicable or advantageous, and that it is more feasible to have this work performed by an independent contractor than by City employees;

WHEREAS, the selected contractor shall be directly compensated by the FCC for up to 85 percent of the approved project costs. The Library shall pay the remaining balance, including costs which the FCC may not approve but that must be performed for the project to be successfully completed;

WHEREAS, the term of the proposed contract resulting from the RFP will be for three years or upon completion of the project, whichever is shorter; and shall be subject to earlier termination by the Library should E-Rate not be funded by the FCC; and,

WHEREAS, funds are available in the Library Contractual Services Account 3040 to compensate the selected contractor for services and materials in accordance with the proposed contract.

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the release of the RFP for Network Core Switch and Router Replacement at the Central Library; and,

FURTHER RESOLVED, that the Board hereby authorizes the City Librarian and City Attorney to make technical and clerical corrections, if needed, to the RFP.

This is a true copy:

Raquel M. Borden
Board Executive Assistant
Adopted by the following votes:

AYES:

NOES:

ABSENT: